

# Chevy Chase Village Board of Managers

## December 12, 2011

### BOARD OF MANAGERS

Patricia S. Baptiste, Chair	Present
Peter T. Kilborn, Vice Chair	Present
Allison W. Shuren, Secretary	Present
Richard Ruda, Assistant Secretary	Present
Lawrence C. Heilman, Treasurer	Present
Gary Crockett, Assistant Treasurer	Present
David L. Winstead, Board Member	Present

### STAFF

Shana R. Davis-Cook, Village Manager	Present
John Fitzgerald, Police Chief	Present
Michael W. Younes, Director of Municipal Operations	Present
Demetri Protos, Finance Director	Present
Ellen Sands, Permitting and Code Enforcement Coordinator	Present
Grace Brock, Administrative Assistant/Community Liaison	Present
David R. Podolsky, Village Counsel	Present

Ms. Patricia S. Baptiste, Chair of the Chevy Chase Village Board of Managers, called the meeting to order at 7:33 p.m.

**Approval of Minutes from the Board's Previous Regular Meeting Held on November 14, 2011.** Action to approve the minutes of the Board's regular meeting held on Monday, November 14, 2011.

*Mr. Crockett made a motion to approve the minutes from the Board of Managers' regular meeting held on November 14, 2011. Mr. Kilborn seconded the motion. Ms. Baptiste, Mr. Kilborn, Ms. Shuren, Dr. Heilman, Mr. Ruda, Mr. Crockett and Mr. Winstead voted in favor of the motion. The motion passed.*

### Appeals

**A-6042 (Special Permit Request): Mr. and Mrs. Peter Keisler, 20 Magnolia Parkway**  
Install a freestanding lamp post in the Magnolia Parkway public right-of-way, located to the left (south) of the front walkway, eight feet, and nine inches (8'-9") from the public sidewalk.

*Mr. Kilborn made a motion to direct Counsel<sup>1</sup> to draft a decision approving the request to install a freestanding lamp post in the Magnolia Parkway public right-of-way, located to the left (south) of the front walkway, eight feet, and nine inches (8'-9") from the public sidewalk. Mr. Ruda seconded the motion. Ms. Baptiste, Mr. Kilborn, Ms. Shuren, Dr. Heilman, Mr. Ruda, Mr. Crockett and Mr. Winstead voted in favor of the motion. The motion passed.*

**A-6045 (Special Permit Request): Mr. and Mrs. Stewart Bainum, 12 Primrose Street**

---

<sup>1</sup> Following the meeting, the Board redirected staff to draft the decision.

Install a pair of handrails, each measuring nine (9) feet in length, on either side of the front steps located in the Primrose Street public right-of-way.

*Mr. Kilborn made a motion to direct staff to draft a decision approving the request to install a pair of handrails, each measuring nine (9) feet in length, on either side of the front steps located in the Primrose Street public right-of-way. Mr. Ruda seconded the motion. Ms. Baptiste, Mr. Kilborn, Ms. Shuren, Dr. Heilman, Mr. Ruda, Mr. Crockett and Mr. Winstead voted in favor of the motion. The motion passed.*

**A-6044 (Retroactive Special Permit Request): Mr. and Mrs. Dean D'Angelo, 5810 Connecticut Avenue**

Maintain an external air conditioning unit that was installed in the east (front) Connecticut Avenue yard.

*Mr. Ruda made a motion to direct staff to draft a decision approving the request to maintain an external air conditioning unit that was installed in the east (front) Connecticut Avenue yard. Mr. Crockett seconded the motion. Ms. Baptiste, Mr. Kilborn, Ms. Shuren, Dr. Heilman, Mr. Ruda, Mr. Crockett and Mr. Winstead voted in favor of the motion. The motion passed.*

**Treasurer's Report**

The Treasurer's report was distributed to the Board prior to the meeting. No action was taken by the Board.

**Introduction and Discussion of a Proposal from the Chair of the Tree Committee for Revising the Tree Removal Appeal Review Process**

The Board asked for staff to work with the Tree Committee and the Environment and Energy Committee on a plan to begin inventorying trees in the Village and for the Tree Committee to meet regarding the draft proposal that Mr. Denger prepared. The Board also asked Counsel to draft an Ordinance based upon Mr. Denger's proposal.

**Legal Counsel Report**

The Legal Counsel Report was distributed prior to the meeting. No action was taken by the Board.

**Committee & Commission Reports**

**Budget Committee**

The Board received the Budget Committee's recommendation to provide the following guidelines to the Village Manager for developing her initial FY 2013 Budget:

- Overall goal is to continue efforts to assure efficient and effective Village processes and services.
- Budget should assume present staffing and current cost control measures will be continued.
- Although the overall assumption will be a "no inflation" environment, an appropriate cost-of-living adjustment should be budgeted for staff salaries, a 5% cost increase

recognized in health benefit and utility costs, and a 1% upward adjustment for general operating expense.

- The initial budget may assume renewal of step increases for employees meeting or exceeding their individual performance goals.
- In the initial draft budget, real property tax revenues will be entered at the constant yield level and income taxes at the \$1,840K level noted in the table inserted below. Other revenue lines will be based on 2012 experience, subject to adjustment to reflect any known change factors.
- The initial draft would make provision for the 2013 projects and equipment acquisitions identified in the CIP (The Committee has not addressed the specific components of the CIP, but anticipates that this document will be used as the basis for the initial FY 2013 budget).

### **Chevy Chase Open Space Committee**

Committee Chair Meredith Wellington presented a report on the planning discussions for the Chevy Chase Open Space property. No action was taken by the Board.

### **Ethics Commission**

The Board unanimously approved the appointment Mr. Brian Christaldi of Oliver Street to the Ethic Commission.

### **ad hoc Legal Services Evaluation Committee**

Committee Member Mr. Robert G. Brewer of Grafton Street presented a report on the findings of the ad hoc Legal Services Evaluation Committee. No action was taken by the Board.

### **Old Business & Status Reports**

#### **Status Update and Review of Policies Related to the Sidewalk Replacement Project**

The status update and review related to the Sidewalk Replacement Project Report was circulated prior to the meeting. No action was taken by the Board.

#### **Board Discussion Regarding Board Meeting Minutes Format**

The Board unanimously directed staff to continue producing action-only minutes.

### **New Business**

#### **Supplemental Appropriation and Purchase Authorization Requests—Thermal Vision Scopes.**

*Mr. Crockett made a motion to approve the Supplemental Appropriation of \$500 from SafeSpeed program reserves to the Capital (Improvement) Projects, crime technology budget and Purchase Appropriation Request for Thermal Vision Scopes. Dr. Heilman seconded the motion. Ms. Baptiste, Mr. Kilborn, Ms. Shuren, Dr. Heilman, Mr. Ruda, Mr. Crockett and Mr. Winstead voted in favor of the motion. The motion passed.*

*Mr. Crockett made a motion to authorize the Village Manager to purchase thermal vision scopes in an amount not to exceed \$5,500. Dr. Heilman seconded the motion. Ms. Baptiste, Mr.*

Kilborn, Ms. Shuren, Dr. Heilman, Mr. Ruda, Mr. Crockett and Mr. Winstead voted in favor of the motion. The motion passed.

**Contract Award Authorization Request—Safe Speed Program**

*Mr. Ruda made a motion to authorize the Village Manager to enter into a contract with ACS State and Local solutions, Inc. in performance of an automated traffic enforcement, collection and violations processing system to support the Village's SafeSpeed Program. Dr. Heilman seconded the motion. Ms. Baptiste, Mr. Kilborn, Ms. Shuren, Dr. Heilman, Mr. Ruda, Mr. Crockett and Mr. Winstead voted in favor of the motion. The motion passed.*

**Update on Records Management Project**

The update on Records Management report was circulated prior to the meeting. No action was taken by the Board.

**Manager's Report**

The Manager's Report was circulated prior to the meeting. The Village Manager expressed concerns regarding the status of the current Village listserve. The Board asked the Village Manager to submit a report on the matter for Board consideration at its next regular meeting.

**Police Report**

The Police Report was circulated prior to the meeting. No action was taken by the Board.

**Staff Reports**

**Building and Tree Removal Permits and Permitting & Code Enforcement Activity Reports**

The Building and Tree Removal Permit and Permitting & Code Enforcement Activity Reports were circulated prior to the meeting. No action was taken by the Board.

**Capital and Infrastructure Upgrade Projects Report**

The Capital Infrastructure Upgrade Projects Report was circulated prior to the meeting. No action was taken by the Board.

**Village Hall Activity Report**

The Village Hall Activity Report was circulated prior to the meeting. No action was taken by the Board.

*Mr. Ruda made a motion to adjourn the meeting. Mr. Crockett seconded the motion. Ms. Baptiste, Mr. Kilborn, Ms. Shuren, Dr. Heilman, Mr. Ruda, Mr. Crockett and Mr. Winstead voted in favor of the motion. The motion passed. The meeting adjourned at 10:37 p.m.*

---

Secretary, Chevy Chase Village Board of Managers

*Final.*